

1. Which three of the following are benefits of project planning?

0.75 / 1 point

- ☒ It helps individuals assigned to your project become a strong team by working together.
- ☒ Correct
Planning together creates a shared understanding among all parties involved in the project. It prepares everyone for the teamwork that will be necessary when the planning is done and the work starts. It also helps you map out the full project and gives you time to identify risks.
- ☒ It gives you time to identify and prepare for risks that could impact your project.
- ☒ Correct
Planning can help you identify and prepare for things like a delay in the timeline, the departure of a critical team member, or a change in project direction from a primary stakeholder. It also gives you the chance to brainstorm ways to mitigate or address those risks. Additionally, it helps you map out the full project and helps individuals assigned to the project become a strong team.
- ☒ It helps you brainstorm preliminary goals for the project.
- ☐ This should not be selected
All projects should have clear goals, but you should define them during the initiation phase. Some of the benefits of project planning include helping you map out the project, giving you time to identify and prepare for risks, and building a strong project team.
- ☒ It helps you map out the full project.
- ☒ Correct
Planning helps you understand the work needed to achieve your goals. Planning also helps coordinate efforts and timelines with other teams, contractors, and vendors. It also gives you time to identify project risks and create a shared understanding among all parties involved in the project.

2. What are three major project components that are worked out during the planning phase?

0 / 1 point

- ☒ Scope, goals, and deliverables
- ☐ Project tracking, quality management, and retrospectives
- ☐ Schedule, budget, and risk management plan
- ☐ Success criteria, stakeholders, and resources
- ☐ Incorrect
Scope, goals, and deliverables are key project components that should be defined in the initiation phase. During the planning phase, you determine the project's schedule, budget, and risk management plan.

3. During the kickoff meeting, which agenda item involves discussing how the project came to be and why the project matters?

1 / 1 point

- ☐ Goals and scope
- ☒ Background
- ☐ Roles
- ☐ Collaboration



Correct

Towards the beginning of the kickoff meeting, you should spend around five minutes discussing the details of the project and its shared vision.

4. Which of the following are best practices when you are leading a kickoff meeting? Select all that apply.

0.75 / 1 point



Take your own thorough notes.



This should not be selected

It is critical that any feedback, changes, or questions asked by meeting attendees be documented. However, if you are leading the meeting, designate someone else to take notes before the meeting starts. Other best practices include: Set the right time and length; invite the right people; set, share, and stick to the agenda; and follow up after the meeting.



Set the right time.



Correct

Choose a meeting time that works for everyone. Be mindful of time zone differences. Other best practices include: Invite the right people; designate a notetaker; set, share, and stick to the agenda; and follow up after the meeting.



Follow up after the meeting.



Correct

After the meeting, send out a meeting summary featuring the meeting notes and any action items. Other best practices include: Set the right time and length; invite the right people; designate a notetaker; and set, share, and stick to the agenda.



Share the agenda.



Correct

Prior to the meeting, share the agenda with attendees via email and identify speakers for each topic. By sending the agenda in advance, everyone will have an idea of what to expect, time to prepare for anything they need to present or discuss, and time to generate questions or ideas. Other best practices include: Set the right time and length; invite the right people; stick to the agenda; and follow up after the meeting.